

Overtime Refusal / Callout Refusal Reporting Form

Sheet 1 of 1

Date Worked:	Sept 19, 2025 S2 Utility
Person Worked	
Work Order No.	

Date Requested	Persons Called Out or Requested to Work Overtime (in order requested)	Refusal (note time refused)	Accepted (note time accepted)	Not Available (note time called)	No Answer (note time called)	Hours Chg		Reason For Callout	Performed position tasks without assistance Yes / No
						OT	DT		
Sep 17	J Dakus	02:15							
	J Stankey	02:15							
	M Simczenkowski	04:29							
	J Kaiser	18:00							

This form is to be completed on each occasion that overtime or a callout is worked or refused by an employee.

Supervisor B Hitchcock

Distribution: Supervisor / R. Skinner